

# ***Headquarters U.S. Air Force***

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***Integrity - Service - Excellence***

## **IMA RCPHA and PIMR Data Entry**



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# Overview

- **Background and Authorization for Completing Reserve Component PHA or RCPHA (IMA PHA)**
- **Required Elements of IMA PHA**
- **Instructions for IMAs to Schedule PHA**
- **Instructions for IMAs to Complete the PHA**
- **Active Duty MTF Responsibilities**
- **ARPC/SGP Responsibilities**
- **How to Update IMA PHA in PIMR 1 and PIMR 2**
- **Contact Information**



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# ***Background and Authorization On***

## ***Accomplishing IMA PHAs***

- On 1 Oct 01, physical and dental exams became an annual requirement for all Reserve Personnel, replacing the traditional five year exam
- PES accomplished the RCPHA in the past
- Force Health Management now manages this program at most bases, but it's up to the MTF to determine best way to implement
- AF/RE and HQ Air Reserve Personnel Center (ARPC)/CC recently directed IMAs to be current on exams by May 2003
- Copy of ARPC memorandum available at:  
[http://arpc.afrc.af.mil/sgp/exam\\_ltr.pdf](http://arpc.afrc.af.mil/sgp/exam_ltr.pdf)
- AF/SGX recently endorsed ARPC/CC memo by requesting MAJCOM SG and MTF support and by requesting that RCPHA data be entered into PIMR



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# ***Background and Authorization On Accomplishing IMA PHAs***

- **MTFs should make every effort to complete IMA PHAs**
- **MTFs are required to perform annual PHAs on IMAs assigned/attached to their base**
- **If MTFs cannot schedule IMA PHA before May 2003 suspense, MTFs should tell IMA the projected date it can be scheduled**
- **MTFs facing serious problems scheduling IMA PHAs should have their MAJCOM rep contact HQ ARPC/SGP to discuss**
  - **Contact Col Michael Daniels, DSN 926-6150**



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# ***Required Elements of IMA PHA***

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- **Four Elements of the Annual IMA PHA**
  - **Reserve Component Health Risk Assessment (RCHRA)**
  - **Physical Examination Requirements**
  - **Immunization Review/Update**
  - **Dental Examination**



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# ***Reserve Component Health Risk Assessment (RCHRA)***

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- **IMA completes 4 page RCHRA prior to reporting for appointment**
  - **Available from the ARPC/SGP website:**

**[http://arpc.afrc.af.mil/sgp/forms\\_pubs.htm](http://arpc.afrc.af.mil/sgp/forms_pubs.htm)**

- **Provider or technician reviews HRA with IMA**
- **Provider signs HRA**
- **MTF faxes or mails to HQ ARPC/SGP**



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# ***Physical Exam Requirements***

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- **Active Duty PHA exam grid or RCHPA exam grid may be used for determining exam requirements**
- **Use grid elements that are appropriate for age, gender and flying status**
- **Use IMA SF 600 overprint to record exam findings (or AD SF 600 overprint if AD PHA grid used)**
- **Provider signs the SF 600 overprint**
- **RCPHA grids and SF 600 overprint can be found at: [http://arpc.afrc.af.mil/sgp/forms\\_pubs.htm](http://arpc.afrc.af.mil/sgp/forms_pubs.htm)**
- **Fax or mail completed SF 600 overprint to ARPC/SGP**



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# ***Physical Exam Requirements***

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- **IMA medical records are maintained at ARPC in Denver, and will not be available for the PHA**
- **ARPC can fax you the latest physical exam or 600 overprint**
- **ARPC is currently scrubbing records and inputting data into PIMR (ECD summer 2003)**
- **If medical readiness labs are “red”, you will need to reorder these tests**
  - **Labs include Blood Type and Rh Factor, G6PD, Sickledex, DNA and HIV**





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# ***Physical Exam Requirements***

- **Occupational Health Exam**
  - **If IMA is assigned to your base, requirements should be available via OH program**
  - **If IMA is assigned to another base, OH exam requirements may not be available to you**
  - **If OH requirements not available, annotate this on SF 600 overprint so ARPC/SGP is aware the OH exam was not addressed**
- **The RCPHA grid requires a periodic health assessment manager (PHAM) visit annually for flyers and every three years for non-flyers, at a minimum**
  - **The “PHAM” is the health care provider**
  - **For flyers, the PHAM must be a flight surgeon**



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# ***Physical Exam Requirements***

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## ***AF Form 422 Update***

- **Validate/complete the IMA's Physical Profile Serial Report, AF Form 422**
  - **Fax/mail AF Form 422 to AFPC/SGP and provide copy to IMA**
  - **Enter AF Form 422 update into PIMR**



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# ***Immunization Review/Update***

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- **Immunization technician responsibilities:**
  - **Confirm IMA's duty status**
  - **Review IMA's PHS 731**
  - **Query AFCHIPS for immunizations using AFCITA**
  - **Ensure IMA is UTD on required immunizations**
  - **Ensure all immunizations are recorded in AFCITA, not just date of last shot in the series**
  - **Provide two copies of DD 2766c to IMA. IMA should keep one and IMA or MTF should fax or mail the other to HQ ARPC/SGP**



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# ***Dental Examination (Military Dentist)***

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- **Exam may be performed by a military dentist**
  - **IMA may be on any military status, including inactive duty training (IDT)**
  - **Exam should be faxed or mailed to ARPC/SGP**
  - **In addition, if MTF has PIMR 2, IMA should take exam results to RCPHA POC at clinic and have dental exam date and classification entered into PIMR 2**



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# ***Dental Examination (Civilian Dentist)***

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- **Exam may be performed by a civilian dentist**
  - **Civilian dentist completes DD Form 2813**
  - **Form available at:  
[http://arpc.afrc.af.mil/sgp/forms\\_pubs.htm](http://arpc.afrc.af.mil/sgp/forms_pubs.htm)**
  - **IMA should fax or mail form to  
ARPC/SGP**



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# ***Instructions For IMAs to Schedule RCPHA***

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- **Contact MTF for appointment using phone numbers provided on MTF Contact List for IMA RCPHA**
- **Inform MTF of IMA status and unit assigned/attached**
- **If problems arise in scheduling, contact base IMA administrator at local base, MAJCOM Program Manager or finally HQ ARPC/SGP**
- **Ask MTF what fax # ARPC should use to send last physical exam or SF 600 overprint**
- **IMA will request HQ ARPC/SGP to fax copy of last exam to MTF and provide MTF fax contact number**



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# ***Instructions For IMAs to Complete RCPHA***

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- **Obtain and complete 4 page RCHRA and hand carry to appointment**
- **Obtain SF 600 overprint and appropriate examination grid and hand carry to appointment**
- **Take immunization record to appointment**
- **Obtain DD Form 2813 if seeing a civilian dentist**
- **Fax or mail completed documents to ARPC/SGP or ensure the servicing MTF sends them to ARPC/SGP**
- **Retain copies of paperwork**



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# ***Active Duty MTF Responsibilities***

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- **Schedule the IMA for their Annual RCPHA and Dental Exam (exam from a military dentist available, but not required)**
- **Review RCHRA with the IMA and sign the form**
- **Complete and sign the SF 600 overprint**
- **Review immunization record**
- **Administer needed immunizations and record in AFCITA**
- **Validate/Complete Physical Profile Serial Report, AF Form 422**
- **Query IMA into the MTF PIMR database**
- **Enter all available data into the PIMR database**
- **Fax/mail completed forms to ARPC/SGP and provide a copy of the completed forms to IMAs**





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# ***HQ ARPC/SGP Responsibilities***

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- **Prepare letters of notification for IMAs to schedule their RCPHA/Dental Exam**
- **Assist in resolving scheduling problems with MTFs**
- **Update IMA “one time requirement” labs in PIMR database**
- **Update IMA dental exam date and classification in PIMR upon receipt of documentation at HQ ARPC/SGP (until PIMR 2 and/or DDS enhancements in place for MTF to enter data)**
- **Place all medical documents sent to HQ ARPC/SGP into IMA’s medical record**
- **Track IMA RCPHA compliance rates and notify IMAs when next RCPHA/Dental Exam due**
- **Ensure IMR items are kept UTD (e.g. immunizations must be kept current throughout the year)**



# ***Entering Data In PIMR***

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- **Ensure all MTF computers utilizing PIMR have DoD PKI Certificates installed for each user**
- **Open PIMR and take the following actions to query in IMA data**
  - **Click on People Button**
  - **Then Click on Military Button**
  - **Then Click on Query Button (upper left corner of screen)**
  - **Enter IMA SSAN and Click Query**
  - **After Record is Imported, Click on Exit**



# ***Entering Data In PIMR***

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- **Click on Edit Button**
- **Enter Available Data**
  - **Dental data for IMAs is editable in PIMR 2 only**
  - **After Entering Data, Click on Save Button**
- **Record will be visible locally for 60 days, after which time it must be queried again, if required**
- **Updated data will permanently remain in the central database**
- **IMA PIMR status will not affect your Wing or MAJCOM P2R2 PIMR metrics**
- **IMA PIMR status tracked separately and is displayed on AFCHIPS as a management tool for HQ ARPC <https://www.afchips.brooks.af.mil>**



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# ***Entering Data In PIMR***

- **Enter data from the SF 600 overprint**
- **Indicate date SF 600 reviewed and signed in the HRR portion of PIMR**
- **Enter dates laboratory specimens were obtained**
- **Enter AF Form 422 update**
- **Enter military dental exam date and classification if MTF has PIMR 2 and IMA returns with appropriate dental paperwork to have this accomplished**



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# ***Send Documents to ARPC/SGP***

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- **Send completed documents to ARPC/SGP**
  - **RCHRA**
  - **SF 600 overprint**
  - **AF Form 422**
  - **Dental Exam**
  - **Updated DD Form 2766c (Immunization Record)**
  - **Lab results (may need to send later when results available)**
- **Fax documents to HQ ARPC/SGP**
  - DSN FAX: 926-7589**
  - CIV FAX: 303-676-7589**
- **Or mail to: HQ ARPC/SGP**
  - 6760 E. Irvington Place, #7200**
  - Denver, CO 80280**

**NOTE: Mailing is preferred as this allows original medical documents to be placed into the medical record at ARPC.**



# *Summary*

- IMAs require annual RCPHA and dental exam
- Either the RCPHA or AD PHA grids can be used for determining PHA requirements
- If AD PHA grid used, the RCHRA is still required
- Record exam data on SF 600 overprint
- Update immunizations and AF Form 422
- Enter data into PIMR
- Fax or mail medical documents to HQ ARPC/SGP (mailing preferred)



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# ***Summary***

- **Normally, IMAs complete their annual RCPHA and dental exam during their annual tour**
- **They may also complete exams at other times**
  - **Must be on “military duty status”**
  - **This includes inactive duty training (IDT)**
  - **IMAs will not have published orders if on IDT**
  - **Immunization Clinic and other key players in RCPHA process should be briefed that IMAs are authorized all components of the RCPHA, even if they don’t have orders**
- **IMAs are authorized immunizations, diagnostic testing and evaluation as part of the RCPHA process**
- **IMAs are not authorized treatment unless there is a Line of Duty (LOD) injury or illness**



# ***Contact Information***

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